

Statement of Deficiencies

713.A: Office of Public Health, State Fire, City Fire, Office of Early Childhood approval

Not Met

713.A: Current approvals by the Office of Public Health, Office of State Fire Marshal, City Fire (if applicable), Office of Early Childhood and the Licensing Division shall be required before the expiration of an existing license.

Finding:

713.A Based on record review by the Specialist on 6/21/16 the Provider failed to have a current approval from the Office of State Fire Marshal. The Fire Marshal visited the center on 4/7/16 but the center was cited several deficiencies and must have a follow-up visit from the Fire Marshal before it is acceptable for State Licensing.

1507-C: Daily Attendance Records - Independent Contractors

Not Met

1507-C: A daily attendance record for all extracurricular personnel, therapeutic professionals and other independent contractors, to include the first and last name, date of visit, arrival and departure times, and purpose of the visit.

Finding:

1507-C Based on record review by the Specialist on 6/21/16 the Provider failed to have a legible last name for O4 on the daily attendance record for extracurricular personnel.

1509-A.9: Electronic Devices Policy

Not Met

1509-A.9: Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- a. Electronic device activities for children under age two are prohibited; and
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

Finding:

1509-A.9 Based on record review by the Specialist on 6/21/16 the Provider did not have a written Electronic Devices Policy that provides that all activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, are prohibited for children under are two and time allowed for electronic device activities for children ages two and above shall not exceed 2 hours per day.

1509-A.10: Computer Practices Policy

Not Met

1509-A.10: Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

Finding:

1509-A.10 Based on record review by the Specialist on 6/21/16 the Provider did not have a written Computer Practices Policy that requires computers that allow internet access by children to be equipped with monitoring or filtering software that limits access by children to inappropriate web sites, e-mail, and instant messaging.

1509-A.11: Programs, Movies and Video Games Policy

Not Met

1509-A.11: Programs, Movies and Video Games Policy

- a. Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- b. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- c. "PG" programming or its television equivalent shall not be shown to children under age 5.
- d. "PG" programming shall only be viewed by children age 5 and above and shall require written parental authorization.
- e. Any programming with a rating more restrictive than "PG" is prohibited.
- f. All video games shall be suitable for the youngest child with access to the games.
 - i. "E10+" rated games shall be permitted for children ages 10 years and older.
 - ii. "T" and "M" rated games are prohibited.

Finding:

1509-A.11 Based on record review by the Specialist on 6/21/16 the Provider did not have a Programs, Movies and Video Games Policy requiring: Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. PG programming or its television equivalent shall not be shown to children under age 5. PG programming shall only be viewed by children age 5 and above and shall require written parental authorization. Any programming with a rating more restrictive than PG is

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prohibited. All video games shall be suitable for the youngest child with access to the games. E10+ rated games shall be permitted for children ages 10 years and older. T and M rated games are prohibited.

1515.A.1: Child Records and Cumulative Files

Not Met

1515.A.1: A cumulative file shall be maintained on each child that shall include the following records:

1. An information form signed and dated by the parent and updated as changes occur, that contains:
 - a. name of child, date of birth, sex, date of admission;
 - b. name of parents and the home address of both child and parents;
 - c. phone numbers where parents may be reached while child is in care;
 - d. name and phone number of person to contact in an emergency if parents cannot be located promptly;
 - e. name and telephone number of child's physician, if applicable;
 - f. name and telephone number of the child's dentist, if applicable;
 - g. any special concerns, including but not limited to allergies, chronic illnesses, and any special needs of the child, if applicable;

Finding:

1515.A.1 Based on interview with S1 on 6/21/16 by the Specialist the Provider failed to have a Child Record and Cumulative file for C1. The Specialist advised the Director, S1, that all children must have a record and file regardless if they are staff children or not. The Specialist also observed the record file for C6 to not include the name and telephone number for C6's dentist.

1515-A.2: Emergency Medical Treatment

Not Met

1515-A.2: Written authorization signed and dated by the parent to secure emergency medical treatment;

Finding:

1515-A.2 Based on record review by the Specialist on 6/21/16 the Provider failed to have a written authorization signed and dated by the parent to secure emergency medical treatment for C1.

1515-A.3: Releasing of Children

Not Met

1515-A.3: Written authorization signed and dated by the parent noting the first and last names of individuals to whom the child may be released other than the parents, including any other early learning centers, transportation services, and any person or persons who may remove the child from the center.

- a. The parent may further authorize additional individuals via a text message, fax or email to the center in unplanned situations and follow it with a written authorization.
- b. A child shall never be released to anyone unless authorized in writing by the parent.
- c. Any additions and deletions to the list of authorized individuals shall be signed and dated by the parent.
- d. The center shall verify the identity of the authorized person prior to releasing the child.

Finding:

1515-A.3 Based on record review by the Specialist on 06/21/16 the provider failed to have written authorization signed and dated by the parent to secure the proper release for C1.

1515-B: Consent to Release

Not Met

1515-B: Consent to Release. The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one time written consent shall be obtained from the parent and updated as changes occur.

Finding:

1515-B Based on record review by the Specialist on 6/21/16 the Provider failed to have a Consent to Release for C1.

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1703.B: Visitors - CBC/Accompanied

Not Met

1703.B: An early learning center shall obtain documentation of a satisfactory fingerprint based CBC for each visitor or independent contractor of any kind, prior to the person being present at the center or performing services for the center UNLESS the visitor or independent contractor WILL BE accompanied at all times while on the center premises by an adult, paid, staff member who is not being counted in child to staff ratios, and the center shall have copies of said documentation on-site at all times and available for inspection upon request by the Licensing Division.

1. Documentation of the paid, adult staff member not otherwise counted in child to staff ratios who accompanied a visitor or independent contractor at all times while the visitor or contractor was on the center premises shall include the date, arrival and departure time of the visitor or contractor, language stating that the visit or contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1703.B Based on record review by the Specialist on 6/21/16 the Provider failed to have documentation of a satisfactory fingerprint based CBC for O2, O4 and O5. The Specialist reminded S1 that all visitors/extra-curricular staff that visit the center need to have a valid satisfactory fingerprint based CBC. O2 visited the center on 5/11/16 and 5/12/16. O4 visited the center on 4/4/16, 4/26/16, 5/3/16, 5/10/16 and O5 visited the center on 11/5/15.

1713-A&B&C: Supervision

Not Met

1713-A&B&C:

A: Children shall be supervised at all times in the center, on the playground, on field trips, on non-vehicular excursions, and during all water activities and water play activities.

B: Children shall not be left alone in any room, (except the restroom as indicated in Subsection G), outdoors, or in vehicles, even momentarily, without staff present.

C: A staff person shall be assigned to supervise specific children whose names and whereabouts that staff person shall know and with whom the staff person shall be physically present. Staff shall be able to state how many children are in their care at all times.

Finding:

1713-A&B&C: Based on Observations by the Specialist on 6/21/16 the Children were not under supervision at all times as evidenced by C1 being left unsupervised in the entrance room of the center from 10:40 am to 10:45 am.

1715-A.2: Photo Identification

Not Met

1715-A.2: Personnel files for each staff member shall be maintained at the center and shall include the following:
copy of a state or federal government issued photo identification;

Finding:

1715-A.2 Based on record review by the Specialist on 6/21/16 the center did not have a copy of a State or federal government issued photo Identification available for review for S2 and S4.

1715-A.4: Criminal Background Check

Not Met

1715-A.4: Personnel files for each staff member shall be maintained at the center and shall include the following:
documentation of a fingerprint based satisfactory criminal background check

Finding:

1715-A.4 Based on record review by the Specialist on 6/21/16 the provider obtained a criminal record check for S4, the check was obtained more than 30 calendar days prior to this individual's date of hire (1703.D.1). S4, was hired on 6/1/16 and the check was obtained on 4/18/16.

1715-A.5: State Central Registry

Not Met

1715-A.5: Personnel files for each staff member shall be maintained at the center and shall include the following:
documentation of a current, completed state central registry disclosure form indicating no justified (valid) finding of abuse or neglect by the DCFS, or a current determination from the DCFS indicating that the individual does not pose a risk to children.

Finding:

1715-A.5 Based on record review by the Specialist on 6/21/16 the Provider failed to have documentation of a completed state central registry disclosure form (SCR 1) prior to an individual being present in or providing services to the center on site and available for review at the center (1705.A-B). 1 of 4 staff, S1 failed to have documentation of a current SCR1 form. S1's last completed SCR1 form was completed on 6/2/15. S3 and S4 SCR1 forms also are not dated. The Specialist has attached copies of S1, S3 and S4 SCR1 forms to the template for review. The Specialist had S1 complete a current SCR1 form during his visit on 6/21/16.

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1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a fingerprint based satisfactory criminal background check dated prior to the individual being present at the center or documentation of the paid, adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was on the center premises, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while on the premises, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A: Based on Record Review by the Specialist on 6/21/16 the Provider failed to have a Independent Contractor Record for O1, O2, O3, O4, O5 and O6.

1721-A. - C.: Continuing Education Training

Not Met

1721-A. - C.: Early learning centers shall provide opportunities for continuing education of staff members. The center staff of Type III centers, excluding Foster Grandparents, shall obtain a minimum of 12 clock hours of training annually in the topics found in §1719(A) and (B) conducted by trainers approved by the Licensing Division. The Licensing Division shall keep a registry of approved trainers.

B. These Hours are in addition to the 3 hours required for health and safety.

C. Copies of certificates of completion or attendance records shall be maintained at the center and available for inspection by the Licensing Division upon request.

Finding:

1721-A. - C. Based on record review by the Specialist on 6/21/16 the Specialist discovered what appeared to be a falsified document for S2. S2's Medication Administration certificate stated the completion date was 6/22/16 but today's date is 6/21/16 therefore the class completion date is in the future and could not have been completed on 6/22/16.

1901-D: End-of-Day Check

Not Met

1901-D: The entire center and play yard shall be checked after the last child departs to ensure that no child is left at the center and this check shall be documented. Documentation shall include date, time of visual check, and signature of the staff conducting the visual check.

Finding:

1901-D Based on record review by the Specialist on 6/21/16 the Provider was missing a End of Day Check for 6/17/16 and 6/20/16.

1901-K.&L.: Items That Can be Harmful to Children

Not Met

1901-K.&L.: Items that can be harmful to children, such as medications, poisons, cleaning supplies and chemicals, and equipment, tools, knives and other potentially dangerous utensils, shall kept in a locked cabinet or other secure place that ensures they are inaccessible to children. Plastic bags, when not in use, regardless of purpose or use, shall be made inaccessible to children.

Finding:

1901-K.&L.: Based on Observations by the Specialist on 6/21/16 during his walk through inspection of the facility the Specialist observed that the hallway storage closet that contains several cleaning supplies that are to be kept out of the reach of children was not locked. The hallway storage closet lock chain is broken and there is currently no way to lock the closet per S1. S1 does have a new lock chain but is currently waiting to have it installed.

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1919-A&B: Food Service and Nutrition - Menu

Not Met

1919-A&B: All meals and snacks provided by the center, and their preparation, service and storage, shall meet the requirements for meals of the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and 7 C.F.R. 226.20 and the Louisiana Sanitary Code, Title 51, Part XXIII, found at LAC 51:XXXIII. For the current CACFP meal patterns, contact the Louisiana Department of Education, Division of Nutrition Support.

The weekly menu shall:

1. be planned for each day of the week and list the specific food items served;
2. be prominently posted by the first day of each week and remain posted throughout the week; and
3. have substitutions or additions posted on or near the menu.

Finding:

1919-A&B: Based on observations by the Specialist on 6/21/16 the Menu substitutions or additions were not posted on or near the menus as evidenced by the menu for Tuesday 6/21/16 stating that Milk, Bananas and Cheese Toast was to be served but the children were actually served a Sausage Patty, Grits, Apple Slices and Milk.

1921-E: Tornado Drills

Not Met

1921-E: Tornado drills shall be conducted at least once per month in the months of March, April, May, and June at various times of the day necessary to include all children and shall be documented.

Finding:

1921-E Based on record review by the Specialist on 6/21/16 the Provider failed to have documentation that a Tornado Drill was completed in March, April and May of 2016.